**Microsoft Word 2007**

**Forms**

**Text form field**

**To copy and paste these text form fields:**

1. You can copy and paste the text form fields to your Word 2007 document. Click on top of the text form field (you may only see a single letter – click on that) so that the field is highlighted. Then copy and paste.
2. If you want to protect the entire page of information so that no typing can be added or deleted (except in the text form field area):

Open the Developer Tab, Go to the Office Button (multi-colored button, top left), click on the Word Options button (at very bottom), check the Show Developer tab in the Ribbon, click OK.

1. After you have added the text form fields to your Word 2007 document, go to the Developer Tab, click on Restrict Formatting and Editing, in the pop-up box on the right put a check beside Allow only this type of editing in the document, choose “filling in forms”, click Yes, Start Enforcing Protection, add a password.
2. Current password on forms I have created is: password

12 pt Text Form Field, unlimited typing area

Click here to enter text.

24 pt Text Form Field, unlimited typing area

Click here to enter text.

To make your own Text form fields, or for troubleshooting, use the file named MS Word 2007 Form Help located in the same folder as this page, or go to Microsoft Office Online support.